

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, June 19, 2017

Board Members Present: S. King, B. Clancy, J. Mitchell, L. Franke, R. Osgood

Others Present: A. Nizzia, C. Maricque, J. Driessen, D. Zadnik, K. Pahlow

1. Action Item: Approval of May 2, 2017 Board Minutes

Motion made by R. OSGOOD, seconded by L. FRANKE, that the minutes from the May 2, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

After budget was approved, D. Koehler spoke on her 40 years of dedicated service to the Brown County CDEB. Koehler sent an e-mail to D. Zadnik that provided potential options for payment, since she would not be receiving her full accrued sick leave balance because she turned 65 two months after retirement. D. Koehler reminded the Board that people that work for Brown County are very dedicated to the children and families that they serve. D. Koehler said that she would respect any decision that was made, but she wanted to let the Board know that employees deserve to be given a higher level of respect and communication than have been given in the past ten years.

2. Action Item: Approval of Agenda

Motion made by L. FRANKE, seconded by R. OSGOOD, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Donations

It was noted that there were not as many donations as in past months, but it may be due to the time of year. A. Nizzia highlighted a large donation that was given by Pat Schneider after the donation for the June meeting were completed.

Motion made by B. CLANCY, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Payment of Bills

C. Maricque asked if there were any questions regarding the bills that were paid in April. The bills included were routine in nature. A question was raised regarding the pool rental for the 2016-17 school year. The pool costs are for students that go to the YMCA to swim due to their higher level of ability for swimming. The pool at Syble Hopp is a therapy pool, so the pool at the YMCA is used for their swimming activities.

Motion made by R. OSGOOD, seconded by L. FRANKE, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Financial Report

The balance sheet funds were reviewed. It was noted that the Special Education Fund cash balance is negative until the end of the year when the Board approves a transfer from the General Fund.

The revenues were reviewed by fund. Since the report is as of April, there are additional revenues from the districts, CESA, and Medicaid that will be received in May and April. The State categorical and general aid is expected to be a little less than budgeted.

The expenditure trends are similar to prior months. Library media sources has a short-fall due to the server implementation that was completed prior to transitioning to the County server this is offset by funds that were budgeted for laptops and computer supplies. These expenditures were not made due to the server implementation. Savings were recognized in the intellectual disability teacher and aide area due to leaves and savings in health insurance. This is partially offset by substitutes required to cover the positions on leave. The specialty teachers is over budget due to additional stipends given for Special Olympics which was budgeted in the intellectual disabilities area. Savings have also been recognized for the district transportation.

Motion made by R. OSGOOD, seconded by L. FRANKE, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Board Meeting Schedule 2017-18

The meetings for the 2017-18 school year will continue to be on the third Monday of the month at 3:30 PM. The meeting for May was moved up to allow for the approval of contracts.

Motion made by J. MITCHELL, seconded by B. CLANCY, that the Board Meeting schedule for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Staffing

An additional staff person was hired due to the high caseload for the Occupational Therapists. The individual that accepted the position has just graduated.

Motion made by B. CLANCY, seconded by R. OSGOOD, that the contract for Kristen Kwaterski to fill the 1.0 vacant Occupational Therapy position for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

8. Discussion Item: Administrators' Report

This will be the final Administrator's Report presented by D. Zadnik. Zadnik

indicated that he was very fortunate to have worked here since November 3rd and his last day will be Wednesday. S. King thanked David for accepting the interim position. David's leadership allowed the Board to complete an extensive search for the new administrator. The Board has a great deal of respect for David's leadership and guidance during this transition. On behalf of the Board, Scott thanked David for his service.

Students are participating in the summer SOAR program. The participation is similar to last summer at 58 participants. There will be three 2 week sessions. A Speech Teacher helped organize Camp SOAR this year to help meet the requirements of her graduate program. Due to her organization, the camp has run very smoothly so far this year.

Staff and volunteers painted the hallways and doors the week after school was out. There are still a few items to finish. Additional groups have also offered to volunteer for necessary projects at the school.

There was an additional bid for the gymnasium flooring. The new company indicated that the floors would not need to be stripped.

Training and implementation has started for Frontline and Infinite Campus. Most Mondays during the summer are being dedicated to the implementation of Infinite Campus. K. Pahlow is familiar with both system, so this should help ensure the success of the system rollouts.

L. Franke noted that the staff did an awesome job at Lions Camp. It is awesome to see what the staff do at camp to ensure the campers have a great experience. The staff are dedicated to taking care of the kids to have a safe time at camp. A. Nizzia added that Lions Camp was a success this year. No children needed to be sent home and there were no emergency calls.

9. Discussion Item: Parent Organization Report

The Golf Outing will be held next month on July 8th.

10. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute 19.85 (1) (c), to discuss sick leave escrow.

Motion made by J. MITCHELL, seconded by B. CLANCY, to move to Executive Session. MOTION CARRIED UNANIMOUSLY.

Returned to open session at 4:20.

11. Action Item: Adjournment

Motion made by L. FRANKE, seconded by J. MITCHELL, to adjourn the meeting at 4:20 PM. MOTION CARRIED UNANIMOUSLY.

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Syble Hopp Balance Sheet as of May 31, 2017

ACCOUNT DESCRIPTION	05/31/17
GENERAL FUND	
CASH	6,118,598.29
TOTAL ASSETS	6,118,598.29
ACCOUNTS PAYABLE	255.64
TOTAL LIABILITIES	255.64
EQUITY ACCOUNT	3,690,196.39
REVENUE CONTROL	2,847,941.24
EXPENSE CONTROL	(419,794.98)
TOTAL FUND BALANCE	6,118,342.65
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(3,115,409.09)
TOTAL ASSETS	(3,115,409.09)
PAYABLE ACCOUNT	722.81
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	19,645.00
TOTAL LIABILITIES	722.81
EQUITY ACCOUNT	-
REVENUE CONTROL	1,629,567.53
EXPENSE CONTROL	(4,765,344.43)
TOTAL FUND BALANCE	(3,135,776.90)
FOOD SERVICE FUND	
CASH	17,527.02
TOTAL ASSETS	17,527.02
ACCOUNTS PAYABLE	78.99
TOTAL LIABILITIES	78.99
FUND BALANCE EQUITY	23,574.06
REVENUE CONTROL	51,662.56
EXPENSE CONTROL	(57,788.59)
TOTAL FUND BALANCE	17,448.03

Support Information #5

Syble Hopp Revenue Summary for the Month Ended May 31, 2017

DESCRIPTION	2016-2017 Budget	Actual Amount	TOTAL BUDGET REMAINING	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	2,802,612.00	2,802,612.00	-	
INTEREST	22,000.00	25,784.46	(3,784.46)	Interest is trending slightly higher than budget
RENT (DUPLEX)	9,000.00	8,250.00	750.00	
MEDICAID MAC REIMBURSEMENT	-	9,280.02	(9,280.02)	
MISCELLANEOUS	11,000.00	2,014.76	8,985.24	Budgeted donations that were recognized in SOAR
TOTAL GENERAL FUND	2,844,612.00	2,847,941.24	(3,329.24)	
SPECIAL REVENUE FUND				
OPERATING TRANSFER IN	-	26,651.50	(26,651.50)	Funds transferred from donations for purchase of van.
STUDENT FEES	2,500.00	2,458.00	42.00	
GIFTS	-	26,651.50	(26,651.50)	Funds transferred from Parent Organization for purchase of van.
SOAR STUDENT REGISTRATIONS	22,000.00	20,505.00	1,495.00	Includes \$5,000 in donations for program.
EC GRANT \$'S FROM DISTRICTS	35,060.00	24,557.79	10,502.21	Early Childhood payment from Denmark is outstanding.
TRANSIT OF FLOW THRU DISTRICT	67,000.00	49,678.00	17,322.00	Ashwaubenon's payment was received in June. Due to 2015-16 enrollments there will be about a \$6,000 shortfall in revenue.
TUITION-SCH DIST (NON-OPN ENR)	296,000.00	279,492.91	16,507.09	Actual costs for students were less than estimated.
TRANSIT OF STATE AIDE (CESA)	213,938.00	91,830.54	122,107.46	Received first four payments from CESA.
CESA 7 - REIMB SUBS	2,000.00	-	2,000.00	
HANDICAPPED AID FROM STATE	1,216,000.00	907,446.00	308,554.00	First payment was received in November. Includes four payments.
GENERAL STATE AID	1,500,000.00	-	1,500,000.00	Revenue is received at the end of the school year.
HIGH COST KIDS (STATE)	35,000.00	-	35,000.00	Submitted \$18,360 in claims for high cost kids in December.
MEDICAID REIMBURSEMENT	250,000.00	200,296.29	49,703.71	Actual revenue will be less than claim, so there will be a shortfall in this revenue.
TOTAL SPECIAL REVENUE FUND	3,639,498.00	1,629,567.53	2,009,930.47	Revenue includes remaining billings from 2016.
FOOD SERVICE FUND				
STUDENT LUNCH	35,000.00	27,350.30	7,649.70	
ADULT LUNCH	1,200.00	926.84	273.16	
FOOD SER/STATE AID	1,000.00	782.62	217.38	
FOOD SERVICE/FED AID	36,268.00	22,602.80	13,665.20	
FED AID/COMMODITIES	5,600.00	-	5,600.00	Commodity Aid is reported at the end of the year.
TOTAL FOOD SERVICE REVENUE FUND	79,068.00	51,662.56	27,405.44	

Syble Hopp Expenditures Summary for the Month Ended May 31, 2017

DESCRIPTION	2016-2017 BUDGET	BUDGET AS OF 5/31/2017	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 5/31/2017	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES & SERVICES	6,333.00	5,805.25	9,424.90	(3,091.90)	(3,619.65)	Server Migration Project \$6,000 was not budgeted in 16/17.
FISCAL/FINANCE	164,423.00	150,721.08	142,423.36	21,999.64	8,297.72	Bookkeeper position was split, so savings in benefits. Maintenance agreements for the year have been paid. Decon Unit Repair of \$7,754 was not budgeted. These expenditures have been offset by savings in gas.
BUILDING OPERATION	191,016.00	175,098.00	165,854.71	25,161.29	9,243.29	
DUPLEX	350.00	320.83	114.80	235.20	206.03	
FACILITIES ACQUISITION/REMOVAL	5,060.00	4,638.33	4,210.00	850.00	428.33	
TELEPHONE	3,520.00	3,226.67	2,863.53	656.47	363.14	
TECHNOLOGY EQUIPMENT	5,000.00	4,583.33	-	5,000.00	4,583.33	Budgeted computer supplies and laptop have not been purchased since migration was not budgeted. These savings will offset the negative variance in the Library and Resource area.
INSURANCE AND JUDGMENTS	37,316.00	34,206.33	36,974.00	342.00	(2,767.67)	Worker Comp and casualty expected to increase in last half of fiscal year.
COUNTY IDC AND TECHNOLOGY	58,554.00	53,674.50	57,929.68	624.32	(4,255.18)	Will increase in last half of fiscal year. Technology allocations will be higher than budgeted.
TOTAL GENERAL FUND	471,572.00	432,274.33	419,794.98	51,777.02	12,479.34	
SPECIAL REVENUE						
EARLY CHILDHOOD	372,337.00	288,413.08	294,945.88	77,391.12	(8,532.80)	2 FTE was added due to enrollment in the DePere school district.
SPEECH/LANGUAGE COGNITIVE DISABILITIES	498,635.00 2,003,612.00	383,565.38 1,541,240.00	358,993.91 1,483,132.25	139,641.09 520,479.75	24,571.47 58,107.75	Speech Therapist resigned as of 11-3-2016; CESA employee to transfer in January - budget includes this position for January - June. Savings in health insurance have been recognized. The retiree escrow accounts in the amount of \$39,780 were transferred to their VEBA accounts in December. In addition, budget did not include new retiree.
RETIREE INSURANCE	28,000.00	25,668.67	71,629.61	(43,629.61)	(45,962.94)	
EC INSTRUCTIONAL AIDES	80,268.00	61,744.62	59,213.12	21,054.88	2,531.50	Savings were recognized in salaries and benefits due to two aides being on leave and salaries budgeted for additional help that were not used.
CD INSTRUCTIONAL AIDES	1,058,325.00	814,096.15	735,963.97	322,361.03	78,132.18	Subs were needed for staff member leaves. Due to shortage of substitutes, teacher subs have been needed to fill aide absences.
CD SUB TEACHERS/AIDES	38,755.00	38,755.00	70,720.78	(31,965.78)	(31,965.78)	
EC SUB TEACHERS/AIDES	3,229.00	3,229.00	6,454.69	(3,225.69)	(3,225.69)	Sub was required for staff member on leave. Additional stipend given for Special Olympics that was budgeted in CD. Part-time positions have worked additional hours. In addition, a position was budgeted at the single rate for insurance, but now is family.
SPECIALTY TEACHERS	138,059.00	106,199.23	123,122.28	14,936.72	(16,923.05)	
DIRECTION OF SOCIAL WORK	70,648.00	54,344.62	54,821.99	15,826.01	(477.37)	
NURSING	47,897.00	30,992.18	31,376.15	16,520.85	(383.97)	
OCCUPATIONAL THERAPY	235,008.00	180,773.85	177,163.10	57,842.90	3,610.75	Savings from part-time position budgeted, but no longer filled.
PHYSICAL THERAPY	78,670.00	60,515.38	60,278.45	18,391.55	236.93	

Syble Hopp Expenditures Summary for the Month Ended May 31, 2017

DESCRIPTION	2016-2017 BUDGET	BUDGET AS OF 5/31/2017	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 5/31/2017	COMMENTS
EXCEPTIONAL ED (SUPV & COORD)	283,618.00	259,983.17	238,655.54	46,962.46	23,327.63	Savings in expected additional help and insurance.
GENERAL ADMINISTRATION	7,855.00	7,200.42	14,595.38	(6,740.38)	(7,394.96)	Payment for Exec Connect.
OFFICE OF THE SUPERINTENDENT	137,320.00	125,876.67	117,379.30	19,940.70	8,497.37	Savings in benefits due to interim position.
VEHICLE ACQUISITION	-	-	53,303.00	(53,303.00)	(53,303.00)	Offset by Revenue from Donations and Parent Organization
VEHICLE REPAIR AND FUEL	10,800.00	9,900.00	6,374.42	4,425.58	3,525.58	
TRANSPORTATION AND BUS AIDES	697,336.00	631,482.90	576,051.32	121,284.68	55,431.58	Savings in district transportation.
UNEMPLOYMENT	9,369.00	7,206.92	6,120.76	3,248.24	1,086.16	
CESA SERVICES	198,341.00	184,674.33	179,498.53	18,842.47	5,175.80	Employee on leave, so CESA expenditures were less than expected.
TRANSIT OF AID TO DISTRICTS	74,000.00	61,666.67	47,550.00	26,450.00	14,116.67	Payments for the year are expected to be \$63,400. Wrightstown paid its tuition with Federal funding, so there will not be transit of aid to them.
TOTAL SPECIAL REVENUE FUND	6,072,080.00	4,875,526.22	4,765,344.43	1,306,735.57	110,181.81	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	68,918.00	65,089.22	54,239.46	14,678.54	10,849.76	Savings have been recognized for the contracted Food Service.
FOOD - LUNCH PROG	500.00	500.00	-	500.00	500.00	
FOOD	5,600.00	5,600.00	-	5,600.00	5,600.00	Commodity charges are not recorded until the end of the year.
MILK - LUNCH PROG	4,050.00	4,050.00	3,549.13	500.87	500.87	
TOTAL FOOD SERVICE FUND	79,068.00	75,239.22	57,788.59	21,279.41	17,450.63	

NOTE: Year to date budget is annualized by month or number of pay periods depending on the type of expenditure.

Support Information #7

Memo

To: Kim Pahlow
Administrator

Fr: John J. Driessen
Director of Special Education

RE: Request to Hire New Staff

Date: July 10, 2017

The purpose of this memo is to recommend the hiring of Renee La Fleur-Linder for the vacant 1.0 Early Childhood Special Education position at Altmayer/Heritage School. This position will begin on August 29, 2017 and run through the 2017-18 school year. Her salary for the school year will be \$34,652.

Please see me if you have questions.

Support Information #7

Memo

To: Kim Pahlow
Administrator

Fr: Abbie Nizzia
Principal

RE: Request to Hire Two New Instructional Aides

Date: July 11, 2017

The purpose of this memo is to recommend the hiring of Darcie Mangum and Logan Pourchot for the two vacant instructional aide positions at Syble Hopp School. Darcie worked as a dedicated aide with one of Syble Hopp Schools recent graduates. Logan worked at our sister school in Walworth County for the last three years and has recently moved to the Green Bay area. The positions will begin on August 30th, 2017 and run through the 2017-18 school year. Their hourly wage will be \$14.54 equaling a salary of \$19,629 plus fringe benefits for the school year.

Please see me if you have questions.